SmartLoving Marriage | Facilitator

Seminar Report

|  |  |
| --- | --- |
| **Seminar Statistics & Team** |  |
| Date |  | **Venue** |  |
| Facilitators |  |
| Presenters |  |
|  |  |
|  |  |
| Chaplain |  |
| Host couple |  |
| Hospitality Team |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| No. couples booked |  | No. couples from Parish |  |
| No. couples attended |  | Any groups attended? |  |

|  |  |
| --- | --- |
|  | **Facilitator Notes**(counselling, miracles, challenges, couples leaving, liturgies, outline updates etc) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | Potential SL Team **(hosts, presenters, prayer, mentors, co- coordinators etc)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  | **Hospitality & Venue Notes** (quality, available kitchen resources, suitability of venue) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget** |  |  |  |  |  |
| Income |  | **Subtotals** | **Expenses** |  | Subtotals |
| Registrations ($80) |  |  | Food |  |  |
| Donations |  |  | Couple packs ($20) |  |  |
| Books |  |  | Venue/donation |  |  |
| Other |  |  | Travel/accomm |  |  |
| Total Income |  |  | **Total Expenses** |  |  |
|  |  |  |  |  |  |
|  |  |  | **Profit/Loss** |  |

|  |
| --- |
| **Checklist** |
| Return to Coordinator* Completed surveys
* Excess couple packs
* Money and receipts
* Excess books

Parish & hospitality* Return keys to parish
* Send ‘Thank you’ notes
 |
|
|
|
|
|
| MRC to reimburse |
| Name | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |
|  |  |